



Executive Committee Minutes of Thursday, July 30, 2020

Attendance sheet available upon request

Audio recording available

Greetings and Call to Order by David Slutz, Chair–12:02 pm

- Jim Oliveira noted that the meeting was being conducted remotely in accordance with State mandate regarding public meetings during the COVID-19 pandemic and that all votes required a roll call count to be considered valid. Jim noted that items requiring a vote would be held until the end of the meeting and bundled into a roll call vote.
- Roll call of Board attendees.

Announcements

- Congratulations to the MassHire Career Center Youth team for winning the States' Living MassHire 2020 award for the value of Collaboration. This achievement was also announced to the Board via email and is prominently displayed on masshiregreaternewbedford.com website.

Consent Agenda (Votes)

- Treasurer's Report–Abbey Despres
 - Abbey presented the FY20 year close out report and noted discrepancies she had discovered that had occurred prior to her coming on board. Contrary to the previous Finance Director's reports, about 80% of the Adult funds were not spent in FY20 and have been rolled over to FY21. In addition, WIOA Youth funds came up shorter than reported for FY20. They have acquired additional funds through a Community Development Block Grant (CDBG) from the city.
D. Slutz stated that they have also enlisted the Economic Development Corporation (EDC) to provide for a third party review to help avoid potential errors in the future.
J. Oliveira also noted that they are going to secure a Memorandum of Agreement with the EDC monitors to demonstrate due diligence to state auditors.
Rick Kidder asked if there were any impending consequences because of these discrepancies, and Abbey stated that they were not in any jeopardy at this time.
–motion to approve Rick Kidder, seconded by John Fernandes–verbal roll call all in favor

Finance Report - Abbey Despres

- The FY21 budget was up about 5% or \$250k and they are in good shape for the year. This will allow for the potential of adding staff members.

Executive Director – Jim Oliveira

- In addition to the written Executive Director Report provided to the committee, Jim focused on the Year Round out of School [OOSY] vendor selection. Jim noted that despite the FY19 funds being drawn down by the previous Finance Manager, the additional \$150k from the CDBG will be utilized to augment the WIOA funds and meet the funding need for OOSY vendors. Some adjustments are being reviewed by the CD Director to assure programs conform to WIOA. Jim recommended that that vendor contract be approved by a committee vote at this meeting pending final approval of the CDBG Director.
J. Fernandes asked if the vendors would need to submit modifying contracts for WIOA and CBDG. Jim noted there would be separate contracts for each, but that the contracts would mirror each other in content.
- Jim also noted the progress Rick Marshall had made in Registered Apprenticeships program including securing 11 prospects and potential for 4 additional apprenticeships with Acushnet Company.

Youth Committee – Brian Silva-Boutwell

- WIOA/CDBG Out of School Youth Contract Awards: a total 6 Out of School vendors responded to the RFP including 2 new applicants. Three of the previous FY20 vendor contracts will be extended and one new applicant is under consideration. The staff recommended that the contracts be approved. These contracts include PACE for HiSET services; NorthStar for HiSET and job experience; Eworkstyle for career education exploration leading to matriculating at a post-secondary institution; BIC for integration of tech skills for future career exploration.
- Teacher Externship had 4 participants that were selected. Two have already been placed and they were working on slots for the other two teachers. The externships were awarded to Peter Schuyler, Robotics & Engineering Teacher

at NBHS; Erin Murray, Graphic Design Teacher at Old Colony; Isaiah Houtman, Math & Computer Science Teacher at NBHS; and Matthew Johnson, Computer Science Teacher at Old Colony. The staff is looking forward to seeing how the teachers incorporate the externship experience into their fall curriculum.

- The Connecting Activities strategic plan for FY20 is in process and will be adapted based on how schools reopen. DESE's main concern is that the students have "a meaningful work experience" which allows for flexibility on service delivery.
- FY21 initial budget reports are anticipated from Apponequet, Old Colony and Fairhaven High. They are following up on 2019, one year from graduation students to determine how they can help as well as assist OOSY with summer programs.
- An organizational meeting will be held for the Youth Council by the end of August.

FY21 Local Plan

- Jim noted the staff's work on the Local Plan for FY21 and that the committee would be voting on approval of Local Performance Goals. The plan was developed in consideration for the need to implement additional virtual services.

The WorkPlace—James Daniels and Elizete Perry

- Summer Youth has been very successful with 243 participants applying virtually and all tiers filled. Students are engaged, enjoying the program, and learning skills in technology.
- MassHire Career Center Operations Performance from July 2019 to June 2020 was 74% of plan, 71% dislocated workers, and 130% youth.
- DUA Updates: the state has established workshops for core competencies. The Career Center is in a good place to manage call volume with non-English speaking and technology being the biggest challenge. The CC staff training has been ramped up and they are looking at ways to have the employers get UI applications started with the employers at the time employment is severed.
Rick Kidder asked if they expected a higher demand due to the discontinuation of the \$600 UI stimulus and if they were concerned about the CC office being closed.
Beth Costa stated they didn't know what to expect for demand. They were still working on CC customer flow and following DUA updates closely. DUA is currently sending review letters and a customer flow model with customers first utilizing Job Quest, then CC virtual seminars followed by councilors remotely.

Other Business

- VOTES
 - Roll call votes on FY21 Integrated Budget and FY21 Greater New Bedford Performance Plan motion to approve "Rick Kidder seconded by John Fernandes—verbal roll call all in favor
 - Roll call vote on FY21 OOSY Contracts motion to approve Rick Kidder, seconded by Mike Tavares—verbal roll call 5 in favor 3 against motion carried
- Jim Oliveira noted that the virtual voting protocol requires a roll call vote and that some of the items voted on at the last full board meeting will be reviewed in the next meeting for a full roll call count.
- Schedule of subsequent Ex-Comm via Zoom Meetings
 - August 20th
 - September 16th
 - December 9th

Adjourned at 1:01 pm